


**Texas Education Agency
Standard Application System (SAS)**

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	FOR TEA USE ONLY Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	Place date stamp here
Submittal information:	Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: <p style="text-align: center;">Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494</p>	
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Campus name/#	Amendment #
Culberson County Allamoore ISD	055901	Eagle Elementary	
Vendor ID #	ESC Region #	US Congressional District #	DUNS #
1-74-6002434-6	18	23	100074491
Mailing address		City	State ZIP Code
PO box 899		Van Horn	TX 79855-0899

Primary Contact

First name	M.I.	Last name	Title
Marc	A.	Puig	Superintendent
Telephone #	Email address		FAX #
432-283-2245 Ext. 1499	mpuig@ccaidsd.net		432-283-9062

Secondary Contact

First name	M.I.	Last name	Title
Dolores		Upchurch	Eagle Elementary Principal
Telephone #	Email address		FAX #
432-283-2245 Ext. 1299	dupchurch@ccaidsd.net		432-283-9062

Part 2: Certification and Incorporation

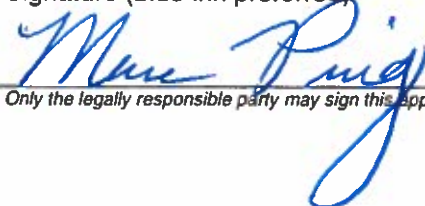
I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Marc	A.	Puig	Superintendent
Telephone #	Email address		FAX #
432-283-2245 Ext. 1499	mpuig@ccaidsd.net		432-283-9062

Signature (blue ink preferred)

Date signed



5/11/2014

Only the legally responsible party may sign this application.

701-14-107-183

Schedule #1—General Information (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the General and Fiscal Guidelines .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the program guidelines for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the application is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the [TEA Grant Opportunities](#) page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration [Grant Management Resources](#) page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
2.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
3.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
4.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
5.	Schedule #11: Capital Outlay	6600/ 15XX	\$	\$	\$	\$
6.	Total direct costs:		\$	\$	\$	\$
7.	Indirect cost (%):		\$	\$	\$	\$
8.	Total costs:		\$	\$	\$	\$

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Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Purpose: Our program is designed to ensure all 3rd and 4th grade students are provided with the devices necessary to access digital instructional materials to personalize learning experiences, promote anytime/anywhere learning, and to provide internet access for all eligible students. The provided devices will also aid educators in addressing academic achievement gaps through the creation customized learning plans for extension and intervention.

Priority: An urgent need exists in CCAISD to incorporate digital pedagogical methods targeting achievement gaps in 3rd and 4th grade, specifically by providing more adaptable and interactive paths of study. Our predominantly low-income student population combined with our unique rural location within the Upper Rio Grande Mountain region poses significant challenges for internet access and acquisition to such digital learning opportunities.

Focus: Using digital learning to enhance core curriculums at the 3rd and 4th grade level is our focus. The district will design and implement the lending program to provide wireless mobile devices to students in the district, implement the use of software, online resources, and other appropriate learning technologies that have been shown to improve student academic achievements, improve student performance on assessment instruments, and increase student attendance rates.

Rationale: The district has adopted digital materials such as Study Island to support math courses spanning grades 3 and 4. In addition we are using software to support SMART board implementation across our 3rd and 4th grade curricula. By providing personal technology devices along with residential internet access, all students, including economically disadvantaged, will be afforded a more robust instructional experience via "at home" digital learning interventions and extensions.

This grant will be used to expand our district's vision of becoming a "digital learning culture" and eventually transition to one-to-one, or "one to the world" environment. CCAISD will be using other district funds to support our new program and eventually expand this program to all campuses.

Process: Grant funds will used to provide student access to technology and to internet resources at home. With the use of internet curriculum tools, students will be able to use wireless mobile devices to access resources needed from the classroom lessons. Wireless mobile devices will be used across the curriculum to engage students in their own learning "anytime and anywhere," going beyond merely be present in the classroom. The grant will enable our students that do not have access to home networks to complete assignments and tutorial programs at home. Approximately 75 percent of students at CCAISD are economically disadvantaged and do not have access to internet at home and therefore, require the majority of technology assignments in all content areas to be done at school.

Goals

Grant funds will be used to target the following goals: (1) Increase student access to technology to enhance instruction and technology integration. (2) Promote anytime/anywhere learning. (3) Address academic achievement gaps, and (4) Provide students home access to the internet.

Budget

The budgeted consists of three items mobile devices, insurance, and data service. All other necessary items have either been established through previous lending initiative or will be covered out of local funds.

Support: CCAISD will invest in high-impact (focused on coherence and relevance) professional development to ensure our 3rd and 4th grade teachers are equipped with the knowledge, resources, and skills to carryout out our technology lending initiative.

Sustainability

The majority of the cost incurred is through the device purchases, which do not represent a reoccurring cost. Reoccurring costs such as insurance data are either minimal or can be achieved through other less costly methods.

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Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 055901			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32					
Grant period: October 1, 2014, to August 31, 2016			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$58,380	\$0	\$58,380
Schedule #9	Supplies and Materials (6300)	6300	\$48,010	\$0	\$48,010
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$0	\$0	\$0
Total direct costs:			\$106,390	\$0	\$106,390
Percentage% <u>indirect costs</u> (see note):			N/A	\$0	\$0
Grand total of budgeted costs (add all entries in each column):			\$106,390	\$0	\$106,390
Administrative Cost Calculation					
Enter the total grant amount requested:					\$106,390
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result.					\$15,958
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Expense Item Description		Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	\$
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	\$
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: <input type="checkbox"/> Salaries/benefits <input type="checkbox"/> Other: <input type="checkbox"/> Networking (LAN) <input type="checkbox"/> Other: <input type="checkbox"/> Computer/office equipment lease <input type="checkbox"/> Other: <input type="checkbox"/> Building use <input type="checkbox"/> Other: <input type="checkbox"/> Copier/duplication services <input type="checkbox"/> Other: <input type="checkbox"/> Telephone <input type="checkbox"/> Other: <input type="checkbox"/> Administrative <input type="checkbox"/> Other:	\$
a. Subtotal of professional and contracted services (6200) costs requiring specific approval:		\$

Professional Services, Contracted Services, or Subgrants Less Than \$10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1	Contract for device insurance (\$47 annual premium*70 devices)-year 1	<input type="checkbox"/>	\$3,290
2	Contract for device insurance (\$47 annual premium*70 devices)-year 2	<input type="checkbox"/>	\$3,290
3		<input type="checkbox"/>	\$
4		<input type="checkbox"/>	\$
5		<input type="checkbox"/>	\$
6		<input type="checkbox"/>	\$
7		<input type="checkbox"/>	\$
8		<input type="checkbox"/>	\$
9		<input type="checkbox"/>	\$
10		<input type="checkbox"/>	\$
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:			\$6,580

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000

Specify topic/purpose/service: Cellular data contract services year 1 (\$25,900)		<input type="checkbox"/> Yes, this is a subgrant
Describe topic/purpose/service: Cellular data contract services year 2 (\$25,900)		
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
1	Contractor's payroll costs # of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services	\$
	Contractor's supplies and materials (\$37 per month per unit for 20 months * 70 units)	\$51,800
	Contractor's other operating costs	\$
	Contractor's capital outlay (allowable for subgrants only)	\$
Total budget:		\$51,800

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 055901

Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)

2	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
3	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
4	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
5	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 055901

Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)

6	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
7	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
8	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$51,800	
a. Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$6,580	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$51,800	
d. Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$	
(Sum of lines a, b, c, and d) Grand total		\$58,380	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #9—Supplies and Materials (6300)							
County-District Number or Vendor ID: 055901				Amendment number (for amendments only):			
Expense Item Description							
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted	
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies		\$	
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:			
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:			
6399	Technology Hardware—Not Capitalized						
	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
	1	Tablet computer	curriculum technology integration	70	\$508	\$48,010	
	2	Tablet case	Protect technology integration	70	\$35		
	3	Tablet cart	Charging technology stations	4	\$2500		
	4				\$		
	5				\$		
6399	Technology software—Not capitalized					\$	
6399	Supplies and materials associated with advisory council or committee					\$	
Subtotal supplies and materials requiring specific approval:						\$	
Remaining 6300—Supplies and materials that do not require specific approval:						\$	
Grand total:						\$48,010	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #10—Other Operating Costs (6400)			
County-District Number or Vendor ID: 055901		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$
	<input type="checkbox"/> ESC-owned vehicle usage	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$
	Specify purpose:		
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$
	Specify purpose:		
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$
6490	Indemnification compensation for loss or damage		\$
6490	Advisory council/committee travel or other expenses		\$
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$
	Specify name and purpose of organization:		
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$
Remaining 6400—Other operating costs that do not require specific approval:			\$
Grand total:			\$

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #11—Capital Outlay (6600/15XX)					
County-District Number or Vendor ID: 055901			Amendment number (for amendments only):		
15XX is only for use by charter schools sponsored by a nonprofit organization.					
#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6669/15XX—Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$	
66XX/15XX—Technology hardware, capitalized					
2			\$	\$	
3			\$	\$	
4			\$	\$	
5			\$	\$	
6			\$	\$	
7			\$	\$	
8			\$	\$	
9			\$	\$	
10			\$	\$	
11			\$	\$	
66XX/15XX—Technology software, capitalized					
12			\$	\$	
13			\$	\$	
14			\$	\$	
15			\$	\$	
16			\$	\$	
17			\$	\$	
18			\$	\$	
66XX/15XX—Equipment, furniture, or vehicles					
19			\$	\$	
20			\$	\$	
21			\$	\$	
22			\$	\$	
23			\$	\$	
24			\$	\$	
25			\$	\$	
26			\$	\$	
27			\$	\$	
28			\$	\$	
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life					
29				\$	
Grand total:				\$	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment: 462 total district enrollment; grades 3 and 4 enrollment = 62

Category	Number	Percentage	Category	Percentage
African American	0	N/A	Attendance rate	96%
Hispanic	56	N/A	Annual dropout rate (Gr 9-12)	1%
White	6	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	0	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	47	75%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	6	6%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	0	0%	Average ACT score (number value, not a percentage)	N/A

Comments

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public					38	24									62
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:															62

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Schedule #13—Needs Assessment

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Needs Assessment: Campus administrators began the process with a disaggregation of state assessed curriculum and Texas Primary Reading Inventory (TPRI) data. Data showed significant challenges, or target opportunities, in achieving requisite reading levels. The Elementary campus did not meet Annual Yearly Progress in 2011 – 2012 school year; however, made dramatic achievement gains in the 2012 – 2013 school year. In order to leverage and sustain these gains, and provide a solid foundation in literacy, we determined additional engagement strategies (digital learning devices) were necessary. Currently, all students have access to the internet within the district but residential access is severely limited.

Target Opportunity: Despite our most recent gains in Elementary reading/math, an analysis of our TPRI data for 2nd and 3rd students (targeted for 3rd and 4th grade in this grant application) indicated learning gaps, or target opportunities, for growth and intervention. With a significant proportion of these students economically disadvantaged, research shows that it is critical these students received adaptable and customized plans for intervention and extension. This grant will afford an opportunity to address this critical need by enabling teachers to integrate student-centric lesson plans supported with relevant technology tools, opening the door for students to learn in ways that match their learning styles and intelligence types.

Implications: While we have isolated the target subgroup (economically disadvantaged) in need of assistance, there are distinct individual needs of each learner among the target group. In addition to traditional targeted intervention, a more innovative approach (i.e., digital conversion) is needed to allow students to track/monitor their own learning needs while away from school. Providing equitable access to these students will promote ongoing formative assessment as well as customization of unique learning needs. Feedback mechanisms, including traditional assessment data and student projects, will provide a richer, more holistic evaluation of program impact.

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By TEA staff person:

Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Increase student access to technology to enhance instruction.	Carts containing enough mobile devices will be placed in the 3 rd and 4 th grade classrooms. Each cart will contain enough devices for each student in those classrooms.
2.	Increase the use of digital materials to enhance personalized learning opportunities.	Current digital materials are accessed either by classroom computers, two in each classroom, or a computer lab. Through this grant, the students will each have access to a mobile device and in turn have access to the necessary digital materials.
3.	Promote anytime/anywhere learning.	Having access to mobile devices, students will not be tied to the limited amount of computers in the classroom or to a computer lab. Learning can take place wherever the students are located.
4.	Address academic achievement gaps.	Teachers will be trained to integrate student-centric lesson plans supported with relevant technology tools, opening the door for students to learn in ways that match their learning styles and intelligence types.
5.	Provide students home access to the internet.	Each mobile device will have integrated cellular data capability. Data service will be enabled for each device allowing it to access the internet at home and from virtually anywhere.

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Schedule #14—Management Plan

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Marc Puig, Ed.D.	Superintendent, Certified Texas Teacher, Principal, and Superintendent
2.	Dolores Upchurch	Eagle Elementary Principal, Certified Texas Teacher and Principal
3.	Esteban Urias	Director of Information Technology, Bachelor of Science in Network and Communication Management
4.		
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Plan for implementation of grant	1. Update lending program handbook	8/11/14	8/22/14
		2. Update student RUP	8/11/14	8/22/14
		3. Develop grant committee	8/18/14	8/29/14
		4. Parent/student Meeting	9/8/14	9/19/14
		5. Establish Student Eligibility	9/2/14	9/12/14
2.	Provide professional development	1. Provide Administrator PD	8/4/14	8/31/16
		2. Provide Teacher device training	8/18/14	8/31/16
		3. Provide basic device troubleshooting training	8/18/14	8/22/16
		4. Provide training for innovative teaching, ie: PBL, etc	8/18/14	8/31/16
		5.	XX/XX/XXXX	XX/XX/XXXX
3.	Prepare equipment and disperse to classrooms	1. Get quotes and approval to order devices	9/15/14	9/19/14
		2. Associate devices with district MDM and DEP	10/13/14	10/17/14
		3. Set and pass down software and security policies	10/13/14	10/17/14
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
4.	Inventory equipment and evaluate usage	1. Conduct walkthroughs to inspect damage	10/20/14	8/31/16
		2. Conduct walkthroughs to monitor usage	10/20/14	8/31/16
		3. Check in carts to be inventoried	6/1/15	6/5/15
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
5.	Evaluate effectiveness of grant	1. Conduct walkthroughs and adjust grant as needed	10/20/14	8/31/16
		2. Hold committee meetings and adjust as needed	10/20/14	8/31/16
		3. Complete surveys for feedback	10/20/14	8/31/16
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX

Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Processes to monitor the project include:

- 1) reports printed out by students
- 2) log in and checkout sheets
- 3) parent and student survey
- 4) network logs
- 5) class rosters
- 6) course offerings
- 7) student self-assessment of learning

Continuous improvement processes will include a comprehensive data analysis derived from two online surveys administered in the Fall and Spring semesters. Survey populations will include students, parents, and teachers.

Team meetings, which would include project coordinators, campus coordinators, and teachers will be utilized monthly to evaluate effectiveness of program and assist in adjusting any changes needed in the plan. Continuous improvement in the classroom can be increased through team teaching of technology and best practices that can be incorporated through a variety of professional development activities created by the project coordinators. The Instructional Technology specialist will train and co-teach to allow collaboration with teachers and students. Administrators will support the need for professional learning communities and peer coaching through the availability of time and resources.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district initiated a lending grant at the Secondary level through a previous TLPG grant. This grant will allow the district to extend the lending initiative to the Elementary level, providing a strong foundation for technology integration in the process. The majority of the groundwork has been completed through the first grant. Only minor adjustments to the checkout procedure are needed.

Program effectiveness will be discussed through meetings with teachers, students, and parents. Ongoing existing efforts will be monitored by the project coordinators to monitor usage and effectiveness on a regular basis. Administrator walk throughs will focus on the implementation of technology and determine how the projects/lessons will be continued at the home. Students will be monitored through active use of technologies and completion of projects. Student artifacts from project based learning and other extension opportunities will also serve as evidence of commitment. Instructional Technologist will be used throughout the campuses to encourage digital learning materials and opportunities are extended to the homes of students. Panel meetings will allow for discussions on improvements to the programs as technologies advance and as results of the monitoring are discussed. Changes to implementation and process will be reevaluated.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Monitor student check out and at home use.	1.	Student check out sheets
		2.	MDM usage reports
		3.	Completed student assignments
2.	Monitor student and staff training of technology.	1.	Sign-in sheets
		2.	Teacher lesson plans that incorporate usage
		3.	Modeling of exemplar lessons involving technology devices
3.	Monitoring use of online materials through formative and summative assessments	1.	Use of Study Island and student testing results
		2.	Research and extension assignments
		3.	Student self-assessment of learning
4.	Monitoring for innovative uses in technology	1.	Administrator walkthroughs
		2.	Performance Indicators
		3.	Presentation of student work
5.	Lesson plans submitted that show student plans in the curriculum	1.	Completion of assigned projects
		2.	Completed Study Island modules
		3.	Developing a "flipping the classroom" and/or PBL style of teaching

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Strengths and weaknesses will be evaluated through monthly panel meetings with coordinators and administrators based on student, teacher, and parents surveys and input. Data metrics will include student achievement scores through strategic technologies used at school and at home from formative assessments. Project coordinators will create a rubric that will be used to see growth in teachers understanding and instructional use of project/technology devices. Project coordinators will also create a rubric that will be used for students to measure their own growth and understanding of effective use of program devices. The results of the rubric will open communication lines to strengthen implementation and adjust teaching and training practices.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 055901

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Funds will be used as follows:

1. To expand our technology lending program to our 3rd and 4th grade students in Culberson County-Allamore ISD.
2. To purchase wireless mobile devices with integrated cellular connectivity and data service that will be stored in classroom carts. All devices are available for checkout to all 3rd and 4th grade students.

Implementation design:

1. Students will be provided a wireless mobile device that allows internet access at home providing opportunities for engagement with educational applications and classroom resources and materials.
2. The wireless mobile devices will access wireless internet and data sources through educational applications that are extensions of the classroom.
3. The wireless mobile devices will be able to access Study Island as well as our adopted curriculum (TEKS Resource System) and materials along with online textbook and tutorial resources. There will be filtering and safety applications to protect the integrity of the purpose of the wireless mobile devices.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID:

Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

No other lending equipment has been purchased for this campus through any funding source. Through an earlier grant, lending equipment was purchased for our secondary students. We will adjust the resources currently utilized for our secondary lending program to support the lending expansion into the 3rd and 4th grade.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Our district's mission is to prepare our students for citizenship, college, and careers. Through expanding our lending initiative to the primary grades, 3rd & 4th, the students will have access to relevant technologies and online resources to expand learning beyond what is currently available. This adds another layer to the district's preparation of our students to be productive citizens, have a solid foundation to be successful in college, and excel in any chosen career.

Our district's #1 goal encompasses Teaching and Learning. With the successful implementation of this grant, our students, while geographically isolated and economically disadvantaged, will have access to relevant technologies and innovated, personalized instruction.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Priority Selection

Priority will be given to all 3rd and 4th grade students. This determination is based on recent data indicators from:

1. Texas Primary Reading Inventory (TPRI)
2. Local assessments
3. STAAR / TAKS assessments
4. Campus Adequate Yearly Progress, and Historical AEIS subgroups performance

Lending Program

The devices will be placed in carts for each class and available for checkout by students when needed. The classroom teacher will keep a record of each time a device is checked out.

Residential Access

Each device purchased will be cellular capable and will have active data service enabled. This will allow each student who checks out a device to have internet access at home.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The requirements of the grant herein align with our board adopted goal of establishing an aligned curriculum to enhance student achievement, which is codified in our school board policy, EG LOCAL. This policy states: the Board shall establish policies that support ongoing curriculum development and evaluation needed to increase student achievement. Our program described herein represents a targeted (grades 3 and 4) manifestation of technology integration to support the improvement of curriculum delivery and alignment. EG LOCAL includes a stipulation of staff development opportunities that focus on and support curriculum design and delivery for increased student achievement, all of which align with this grant. Additionally, per policy, software and other related materials shall be selected based upon their alignment with the curriculum standards and priorities of the District.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

We are currently using digital learning to enhance all core High School subjects in grades 9-12. This initiative originated from our 2012-13 TLPG award. Since then, the district has continued to implement the lending program to provide wireless mobile devices to students in the district, including the implementation of targeted software, online resources, and other appropriate learning technologies, all of which have shown positive correlations to improving academic achievement. As evidenced by our gains in high school State assessment scores, CCAISD credits our previous TLPG with providing a foundation for personalized learning that helped our high school move to "met standard" from "academically unacceptable" in one year.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014–December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

During the past academic year, CCAISD has provided teachers with training dealing with computer applications in Study Island, TEKS Resources System curriculum tools and applications, and classroom technologies such as Smart boards and document cameras. Additionally, the district has provided training on digital aspects of textbook adoptions and Discovery video streaming. Safety of internet usage and proper application of the internet for educational purposes has also been provided.

CCAISD will continue to provide the above training and include specific trainings dealing with the applications of wireless mobile devices and the functionality of the wireless mobile devices. Specific educational wireless mobile devices applications and educational internet resources will also be the subject of professional development opportunities for teachers and administration. The Instructional Technology Specialist will provide ongoing training and co-teach to allow collaboration with teachers and students.

Focus will be placed on teaching a variety of instructional strategies that can be implemented around the use of technology in the classroom.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In 2012, the district completed two projects that will support our lending initiative. First, our internet connection was upgraded from two T1s (3Mbps) to a 100Mbps fiber connection. This significant increase in bandwidth will decrease bottlenecks in internet traffic and increase access necessary instructional materials. Second, the district began utilizing Google Apps for Education. The collaboration elements of Google Apps, such as Google Docs, will allow for better communication and instant feedback between teacher and student. Anywhere/anytime access to such apps by teacher and student extends learning beyond the classroom.

There is also one major project in the works that will allow us to better support this objective of this grant: wireless infrastructure replacement.

During the summer of 2014, the district will have completed a rebuild of our entire wireless infrastructure. The classrooms will see an immediate improvement to wireless services once the rebuild is complete. Wireless coverage will increase throughout the entire district resulting in faster connection speeds and more reliable connections for wireless devices. This improved wireless coverage will also allow for an increase in devices on our wireless network. Should we find any deficiencies in our wireless coverage the modular design of the new arrays allow us to simply plug-in more access points to expand coverage. Each array is centrally managed and highly customizable down to each access point within the array. Almost any wireless network scheme that we would need, such as a secure private wireless network and an open segregated guest network, will be supported.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district will provide a device that will connect to the internet through a cellular data connection for those students who do not have internet in their homes.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Classroom teachers will be trained in basic troubleshooting for the devices to address minor issues relating to the mobile devices and their operation. In cases where the classroom teacher cannot resolve the issue, the district's helpdesk has created a dedicated section for mobile devices to submit tickets to the Technology Department. When issues occur at home, the student will bring the affected device and report it to the teacher. If the teacher is unable to resolve the issue they will then report it to the Technology Department.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The following steps address basic equipment lending administration:

1. Non-grant funds will be used to cover necessary costs that would not be covered by the grant to ensure grant efficacy. This may include: mobile device management software and protective cases.
2. Each 3rd and 4th grade class will receive a cart with enough devices for every student. The Technology Department and Elementary office staff will work together to monitor device checkout throughout the year.
3. Devices will be placed in carts for charging and security. The classroom teacher will maintain a check out sheet for each cart to keep accurate record of who checked out a device, when the device was checked out, when it was returned, and the condition of the device.
4. Mobile management software will be installed on each device to track the device and monitor activity. Policies will be installed on each device that will restrict access to certain settings, install necessary software, and filter the internet according to school policy. Throughout the year teachers will visually monitor the condition of the devices. Any damage or misuse will be reported to the Eagle Elementary office and Technology Department. At the end of the year all devices will be returned to the Technology Department for yearly maintenance.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 055901

Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

All equipment will be inventoried by the district. Mobile management agent will be installed on each device to track and monitor activity. Policies will be installed on each device that will restrict access to certain settings, install necessary software, and block harmful materials.

At the beginning of the year, parents will sign the district's lending agreement. The agreement will detail on acceptable use and device insurance. Each device will be covered by an insurance policy.

Devices will be placed in carts and checkout documentation will accompany each device cart in each classroom to keep record of checked out devices.

Periodic inventory checks will be conducted by campus administrators and the Technology Department. At the end of the year each cart will be turned in to the Technology Department for maintenance.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Our Technology Department developed a Lending Agreement in collaboration with district administrators. The agreement outlines the following areas:

1. responsible use and care of equipment;
2. responsible use of the district's digital resources;
3. parent liability/responsibility;
4. student liability/responsibility;
5. consequences for improper use;
6. collection/return responsibility;
7. District responsibility to maintain, ability to block sites, check history on machines, and locate the device at any given time;
8. and overall responsible use of the Internet

The CCAISD Technology Lending Agreement will be included as part of the beginning year registration process.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person: